



JOB DESCRIPTION

JOB TITLE:	Environmental Programs Coordinator	
DEPARTMENT:	Public Works Department	
REPORTS TO:	Program Administrator	DATE: July, 2009
EMPLOYEE UNIT: AFSCME		Supersedes: July, 2007
FLSA EXEMPT:	No	

JOB SUMMARY: Under the direct supervision of the Program Administrator, coordinates, implements, and monitors the City's environmental program; provides professional and technical assistance to departmental staff, contractors, interns and volunteers in assigned areas of responsibility; performs related work as required.

CLASS CHARACTERISTICS: The Environmental Programs Coordinator is an journey level class responsible to coordinate and implement environmental programs adopted by the City. Initially, work is clearly defined and performed under close review. As experience and proficiency are gained, assignments become more difficult and performed with greater independence. This class is distinguished from other classes by the degree of independent thought, action and interdepartmental coordination of various environmental program efforts.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Program Administrator, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Implement and coordinate the City's environmental programs.
2. Engage in coordination efforts with other departments, agencies, and the community to promote environmental programs.
3. Assist in the development of and promote public and private environmental programs.
4. Review and make recommendations for revisions of City ordinances in regards environmental programs.
5. Prepare both oral and written reports for use by City officials and others.

6. Coordinate the activities of the division with those of other City departments and with county, state and federal agencies.
7. Maintain detailed records and prepare and submit periodic and special reports to ensure compliance with legal mandates.
8. Prepare and monitor state and federal grant applications.
9. Design and implement public education programs.
10. Provide guidance to contractors, student interns and community volunteers.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelors degree from an accredited college in environmental science, business, public administration or a related field of study.
2. Experience related to environmental programs is highly desirable.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

Knowledge of:

1. Current methods, materials and techniques for implementation and monitoring a broad range of environmental programs.
2. Research methods and the sources of information pertaining to areas of responsibility.
3. Relationships between the City, general public and other government agencies.
4. Applicable City, county, state and federal laws, ordinances and regulations.

Skill in:

1. Developing and implementing goals, objectives and procedures.
2. Conducting studies, analyzing complex problems, evaluating alternatives and making sound, creative recommendations.
3. Maintaining accurate records and preparing clear, concise and competent reports, correspondence and other written materials.
4. Data processing and computer applications.
5. Administering and monitoring state and federal grant applications.
6. Organizing and coordinating the activities of public and private groups.
7. Use of common office software including Microsoft Office.
8. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Implement and coordinate goals, objectives and procedures.
2. Prepare comprehensive reports and information brochures with clarity and accuracy.
3. Make verbal reports and presentations at public meetings.
4. Establish and maintain effective working relationships with City officials and staff, residents, business representatives and other governmental agencies.
5. Set priorities and follow-up on projects.
6. Represent the City effectively in meetings and with others.
7. Organize and coordinate the activities of public and private groups.
8. Interpret and communicate applicable City, county, state, and federal laws and regulations to others.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employees generally work 75% indoors and 25% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. While performing the duties of this job outdoors, the employee occasionally works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.